RENEWAL APPLICATION FOR LICENCE TO KEEP AND SELL CONTROLLED DRUGS BY WHOLESALE

Renewal notification will be sent to the applicant 60 days before the expiration of the existing Licence.

Applicant is highly advised to apply for GIRO payment and opt in for auto-renewal. This will ensure the licence is renewed promptly.

Companies and its applicants must register with Client, Registration, and Identification Service (CRIS) with valid CRIS user rights in order to be able to submit applications on behalf of the company via apply@prism.

The applicant will also require a Corppass before he/she can login to PRISM to retrieve the application form. A person who drafts an application on behalf of his/her company and is not a Singaporean Citizen, Permanent Resident or Employment Pass holder can apply for a HSA PIN to login to PRISM. The Corppass or HSA PIN is necessary for authentication and authorization purposes.

Note: *From 11 April 2021, the login process for Corppass has been changed to verify the user's identity via Singpass first before accessing and transacting with government digital services. While Singpass is used for logins, Corppass will continue to be the authorisation system for access to government digital services.*

For more information on CRIS, please refer to

https://www.hsa.gov.sg/e-services/cris

For more information on Corppass, please refer to

http://www.corppass.gov.sg/

For more information on HSA PIN, please refer to

https://www.hsa.gov.sg/e-services/hsa-pin

1. The online form may take an average of 5 minutes to fill in.

   The time taken varies depending on the number and sizes of the file attachments, configurations of your computer and network, internet performance, etc. Please note that the time stated above excludes time taken for preparatory work in relation to filling the online form (e.g. scanning documents for file attachments).

2. Mode of payment

   The modes of payment available are as follow:

   - GIRO
   - Non-GIRO: eNETS (Credit/Debit Card)

   Payment by GIRO requires pre-registration. The GIRO application form is required to be submitted by post to the HSA Finance Department. The correspondence address can be found in the application form. The registration process will take around 3 to 4 weeks after the submission of the application form.

   Applicant is reminded to ensure that there is sufficient fund in their GIRO account or make the fees payment before the renewal process is effected.

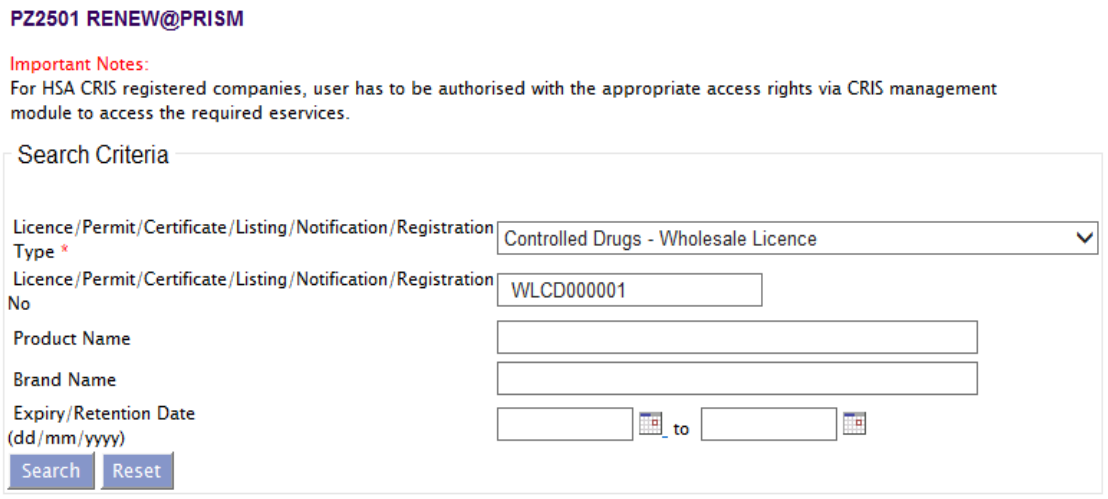
   Renewal process will be initiated upon successful GIRO deduction from the company's specified bank account.

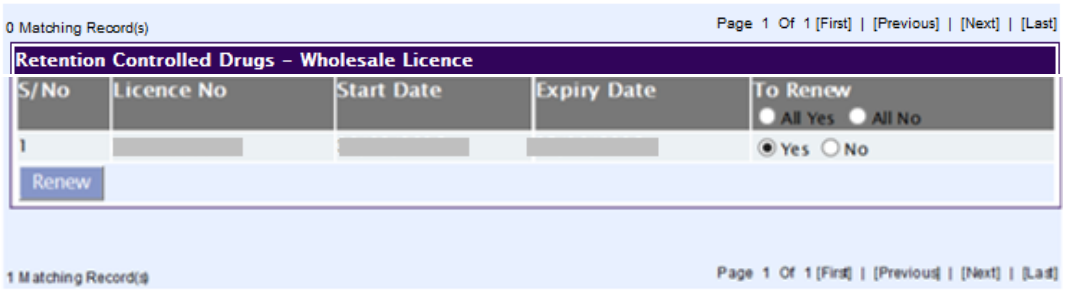
Company with non-GIRO account is required to submit the renewal application at renew@prism.

Application Form

This section allows the search for the relevant licence to be renewed.

(1) Select the **Licence Type** (Controlled Drugs – Wholesale Licence).
(2) Enter the **Licence Number** to be renewed and click "Search". When the licence number is displayed, click "Yes" under "To Renew", and click the "Renew" button.





Part 1. Licence Summary

The applicable Licence No, the effective and expiry dates of the existing Licence will be displayed for your information. This section requires the applicant to verify the information.

(1) Click **'Next'** button to proceed to **Part 2. Applicant Particulars** section.

Part 2. Applicant Particulars

This section requires the applicant to verify and fill in any other relevant information relating to the applicant particulars.

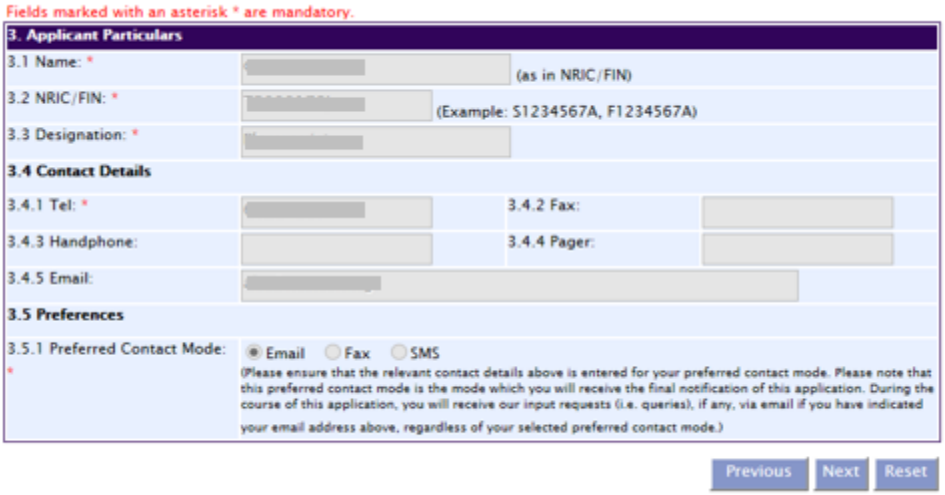
(1) Applicant details such as name, NRIC / FIN, designation, Telephone/Fax/Handphone number and e-mail address will be pre-populated based on the registered CRIS records

If you need to makes changes to this information, please submit the changes via the **"Amend Applicant's Details For Licences and Applications"** module under the amend@prism on PRISM e-Service webpage.

(2) Select the type of **Preferred Contact Mode**.

(Note: Please ensure that the relevant contact details above are entered for your preferred contact mode. Please note that the preferred contact mode is the mode which you will receive the final notification of this application.)

(3) Click **'Next'** button to proceed to **Part 3. Licence Duration** section.


Fields marked with an asterisk * are mandatory.

3. Applicant Particulars

3.1 Name: *		(as in NRIC/FIN)	
3.2 NRIC/FIN: *		(Example: S1234567A, F1234567A)	
3.3 Designation: *			
3.4 Contact Details			
3.4.1 Tel: *		3.4.2 Fax:	
3.4.3 Handphone:		3.4.4 Pager:	
3.4.5 Email:			
3.5 Preferences			
3.5.1 Preferred Contact Mode: *	◉ Email ○ Fax ○ SMS (Please ensure that the relevant contact details above is entered for your preferred contact mode. Please note that this preferred contact mode is the mode which you will receive the final notification of this application. During the course of this application, you will receive our input requests (i.e. queries), if any, via email if you have indicated your email address above, regardless of your selected preferred contact mode.)		

Previous Next Reset

Part 3. Licence Duration

This section requires no action.

(1) The renewal duration of **1 YEAR** will be displayed as the default duration.

(2) Click **'Next'** button to proceed to **Part 4. Confirmation** section.



3. Licence/Permit/Certificate/Listing/Registration Duration	
3.1 Duration of licence/permit/certificate/listing/registration: *	1 Year

Previous Next Reset

Part 4. Confirmation

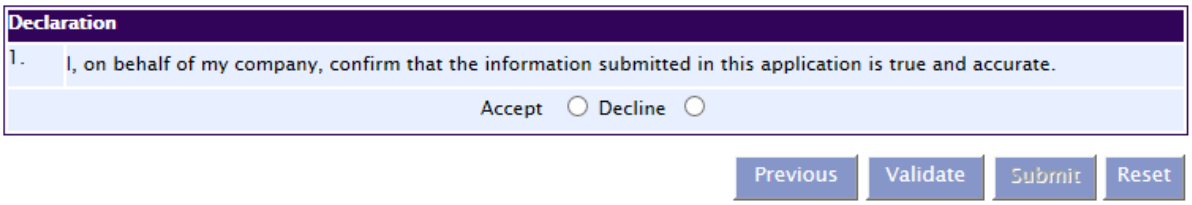
This section shows the information provided in all sections of the Renewal Application for the Licence to Keep and Sell Controlled Drugs by Wholesale.

(1) Applicant is required to confirm the information provided in all sections are correct and click the **'Validate'** button.

*(Note: Applicant may click the **'Save'** button to save a copy of the draft application if he/she wishes to complete the application at a later time.)*

(2) Once validation is successful, applicant is advised to read through the declaration carefully before accepting to undertake the conditions.

(3) Click the **'Submit'** button to submit the Renewal Application.



Declaration	
1.	I, on behalf of my company, confirm that the information submitted in this application is true and accurate.
	Accept ○ Decline ○

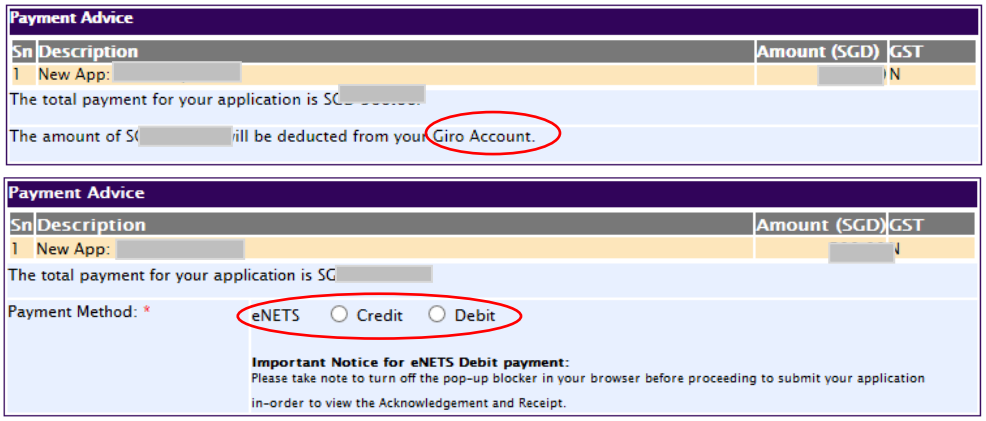
Previous Validate Submit Reset

Payment Advice

This section shows the application fee for the licence applied.

There are 2 modes of payment available:

- GIRO
- eNETS



For GIRO, the amount payable will be deducted from the relevant bank account. This mode of payment is a recurring deduction.

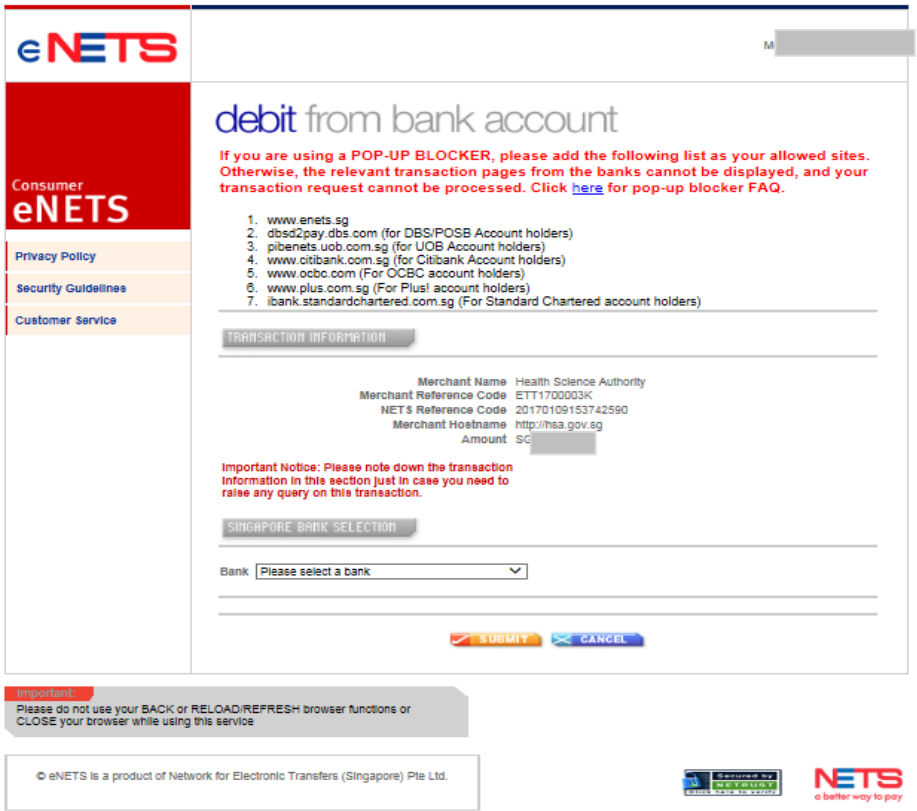
For eNETS, the payment choice is either Credit Card or Debit Card.

This is applicable for applicants with Non-GIRO Payment Method.

If the Credit option is selected, the page will be re-directed to the relevant screen for the applicant to input the credit card details.

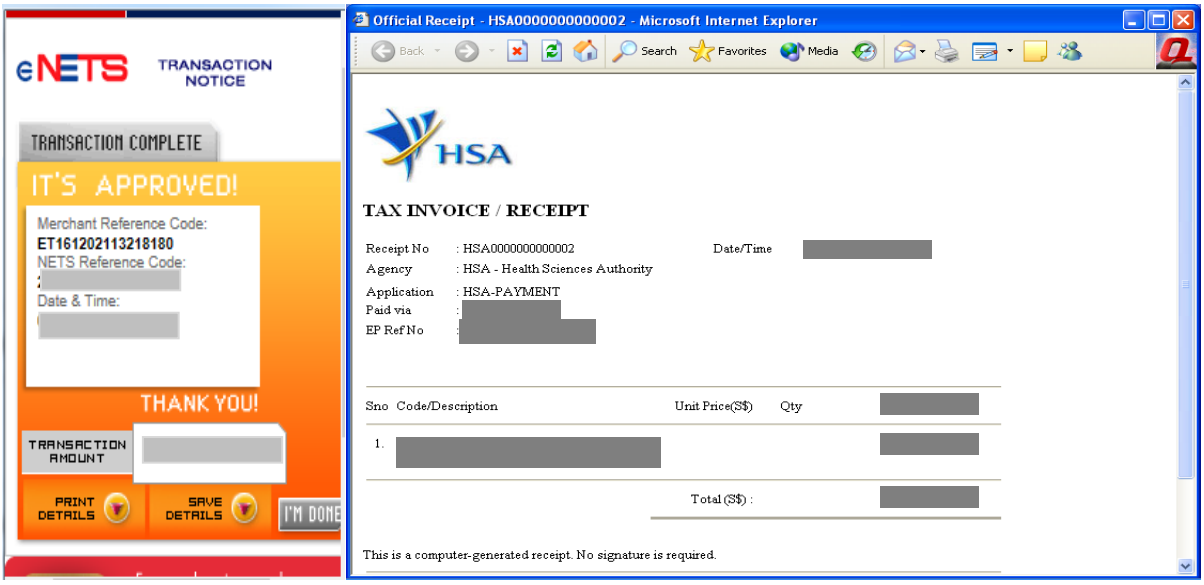


If the Debit option is selected, the page will be re-directed to the relevant screen for the applicant to select the bank first before being re-directed to input the debit card details. This mode of payment is a one-time deduction only.

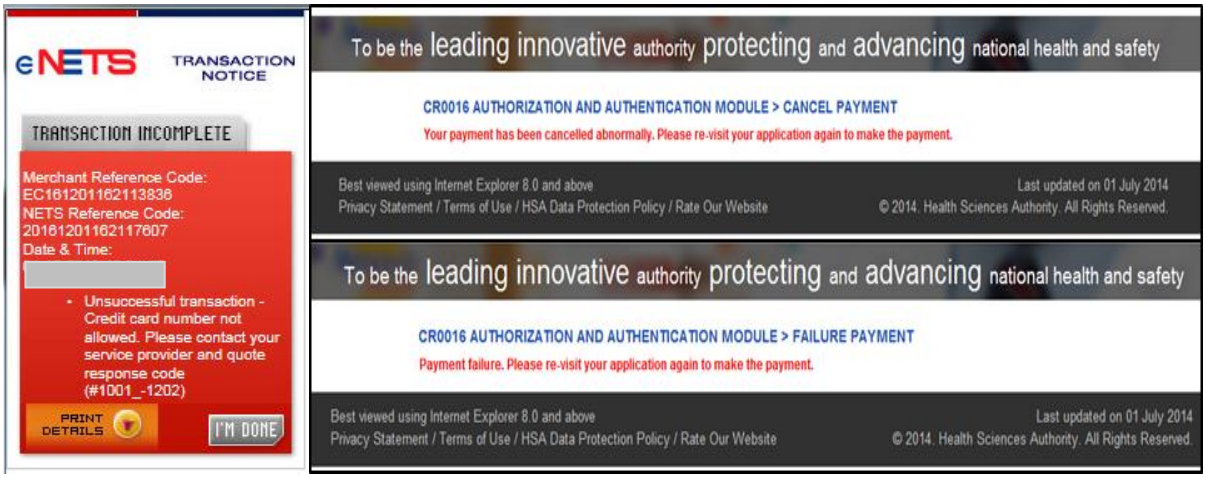




Upon successful transaction, an eNETS official receipt and a HSA tax invoice will be generated.



If the payment was made via eNETS and was not completed successfully, the system will prevent retrieval of the draft application and the applicant will need to contact HSA HelpDesk for assistance.

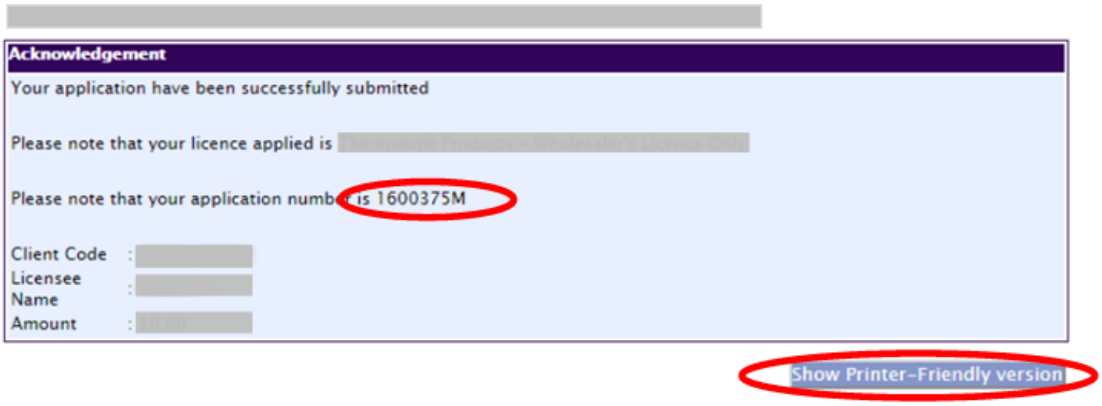


To submit the completed application, click the **'Submit'** button. Applicant will be prompt to confirm the submission. The application will then be submitted to HSA for the relevant personnel's processing.

Acknowledgement

This section acknowledges that the application has been submitted to HSA for processing. An application number will be generated for the successful application submitted.

Applicants may wish to print a copy of this acknowledgement page or take note of the **Application Number** for ease of reference. Applicants may provide the application number if they wish to communicate with HSA.



Note: The show Printer Friendly version allows applicant to print or view the application.

Other Useful Information

1. You may check on the status of your application upon submission at track@prism.

2. Kindly contact the HSA Helpdesk if you encounter any technical issues (IT problems) during the application submission.

   HSA HelpDesk
   Tel : 6776 0168 (from 7:00 am to midnight daily)

   Email : helpdesk@hsahelp.gov.sg

3. For general enquiries or questions related to licences and certificates of manufacturers, importers and wholesalers, please contact the Audit and Licensing Division at Tel: 6866 1111 or write to https://crm.hsa.gov.sg/event/feedback.aspx